

STATE OF LOUISIANA

CITY OF WEST MONROE

ORDINANCE NO. \_\_\_\_\_

MOTION BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

ORDINANCE TO AMEND SECTION 12-7038 OF THE OF THE CODE OF ORDINANCES, CITY OF WEST MONROE, LOUISIANA, TO IMPOSE A FEE OF \$100.00 IN ORDER TO APPLY TO THE WEST MONROE HISTORIC PRESERVATION COMMISSION FOR A CERTIFICATE OF APPROPRIATENESS (BUT EXCLUDING PRE-APPROVED ACTIONS UNDER SEC. 12-7039); TO SET AN EFFECTIVE DATE; AND TO OTHERWISE PROVIDE WITH RESPECT THERETO.

SECTION 1. BE IT ORDAINED by the Mayor and Board of Aldermen of the City of West Monroe, Louisiana, in regular and legal session convened, that 12-7038 of the Code of Ordinances, City of West Monroe, Louisiana, is hereby amended, to provide as follows:

**“Sec. 12-7038. Procedure to obtain a certificate of appropriateness.**

- (a) The owner and/or contractor, prior to initiating any construction, reconstruction, alteration, removal, or demolition shall submit an application for a certificate of appropriateness in a form prescribed by the commission accompanied by reasonable plans and specifications and an application fee of \$100.00; however there shall be no application fee for applications which have been pre-approved pursuant to Sec 12-7039.
- (b) The commission shall hold a public hearing upon each application for a certificate of appropriateness affecting property under its control unless, in preliminary review, the commission determines that the proposed work does not constitute a substantive change or that the work, as described in the submitted plans and specifications, complies with all standards adopted by the commission.
- (c) The commission shall post legal notice on or near the main entrance of the hall or room where the commission meets and in the official journal of the city at least seven (7) days prior to the meeting, giving the date, time, and place of the meeting and the application to be considered.
- (d) The applicant shall be notified in writing of the commission's decision within forty-five (45) days of an application's submission, giving the reasons therefore.”

SECTION 2. BE IT FURTHER ORDAINED by the Mayor and Board of Aldermen of the City of West Monroe, Louisiana, in regular and legal session convened, that for cause determined to be in the best interests of the City of West Monroe and its citizens, that this enactment shall be effective on October 13, 2025.

The above Ordinance was read and considered by Sections at a public meeting of the Mayor and Board of Aldermen, in regular and legal session convened, voted on by yea or nay vote, passed and adopted the 7<sup>th</sup> day of October, 2025, the final vote being as follows:

YEA: \_\_\_\_\_

NAY: \_\_\_\_\_

NOT VOTING: \_\_\_\_\_

ABSENT: \_\_\_\_\_

ATTEST:

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ANDREA PATE, CITY CLERK  
CITY OF WEST MONROE  
STATE OF LOUISIANA

APPROVED THIS 7TH DAY OF  
OCTOBER, 2025

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STACI ALBRITTON MITCHELL, MAYOR  
CITY OF WEST MONROE  
STATE OF LOUISIANA